



Contract Form for Admission to Boarding

Once completed and signed by both parties the material herein becomes a binding contract between Sacred Heart College Hostel Limited and the Applicants. All references hereafter to Sacred Heart College Boarding Hostel or Sacred Heart College Hostel relate and refer to Sacred Heart College Hostel being the contracting party. **Please read carefully.**

■ Student Information

Student's Full Name:

Surname: Christian Name(s):

Preferred Name: Date of Birth:

International Student: Yes No

Passport No: Visa Expiry Date:

Nationality: Religion:

Boarding Start Date: Starting Year Level:

Current School:

NZ Address for Student:

Student Mobile Phone No: Student Email:

■ Parents/Legal Guardian(s)

The legal guardian is the person who has direct responsibility for the student and can make decisions in regard to upbringing and education. **Please print or write clearly.**

Mother's Full Name:

Surname: Christian Name(s):

Postal Address:

Home Phone No: Work Phone No:

Email: Mobile Phone No:

Father's Full Name:

Surname: Christian Name(s):

Postal Address:

Home Phone No: Work Phone No:

Email: Mobile Phone No:



International Students Guardian(s)/Local New Zealand contact

Full Name (Christian Name(s) and Surname):

Postal Address:

.....

Home Phone No: Work Phone No:

Email: Mobile Phone No:

Relationship to Boarder (i.e. uncle, friend etc.):

Other emergency contact if parents/legal guardians unavailable

Full Name (Christian Name(s) and Surname):

Postal Address:

.....

Home Phone No: Work Phone No:

Email: Mobile Phone No:

Relationship to Boarder:

All Students

Invoices/Accounts are to be sent to (please tick):

Father Mother Guardian Other

Reports are to be sent to (please tick):

Father Mother Guardian Other

Newsletters are sent by email (please notify the office if you do not have access to email)

Email address for newsletter

Personal Information

In a separated family who has legal custody (please tick):

Joint Mother Father Other

Are there special family circumstances Sacred Heart College's boarding staff should be aware of, e.g. family court orders, access arrangements.

Yes No

If Yes, please specify:

.....

Does the boarder have his own personal and/or medical insurance?

Yes No

If Yes, please specify:

.....

Does the boarder suffer from any physical, emotional or mental disability which may affect his full participation in Hostel life?

Yes No

If Yes, please specify:

.....

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■ Management and Control

Sacred Heart College Hostel seeks to ensure the highest quality of care and safety for every boarder. Like all families living in close quarters for lengthy periods it is necessary to put in place sound ground rules to ensure harmonious living.

Sacred Heart boarding staff will act "in loco parentis" (in the place of a parent) for the boarder. We expect the student to accept and obey all the lawful and reasonable instructions given by staff.

Please find below a list of expectations. This list is not comprehensive nor an attempt to define a set of rules:

- Boarders are to obey all the lawful and reasonable instructions of Hostel staff and their duly authorised agents.
- Boarders are not permitted to smoke, vape, consume alcohol or use non-prescription drugs, or have these on-site at any time.
- Boarders will respect the personal and property rights of others.
- Boarders will follow all weekend leave requirements.
- Boarders will respect the Sacred Heart College Hostel Code of Conduct.
- Boarders will be on the property unless Hostel staff have granted permission to leave.
- Boarders will follow the Sacred Heart College Hostel dress code.

Search and Seizure

Hostel staff reserve the right to search the personal property of boarders if they have individualised suspicion that the boarders are in possession of prohibited items or stolen property. The search will be conducted without notice in the presence of the boarder(s) and two other adults.

If items found belong to, or in the possession of, the boarder are prohibited or stolen, they may be confiscated by staff. Depending on the nature of the items, they may be used in any subsequent disciplinary proceedings, given to the Police, the boarder's parents or, with consent, destroyed.

Drug Testing

Hostel staff reserve the right to request a boarder to undertake a drug test if they have individualised suspicion the boarder has taken illicit drugs and/or is under the influence of illegal drugs. Parental consent will also be sought before the test. The test itself will be carried out by the Hostel matron and in a manner that preserves the mana and dignity of the boarder.

Refusal to undertake the drug test may result in disciplinary action or the boarder's enrolment in the Hostel being cancelled.

If a boarder breaches the Sacred Heart College Hostel's expectations, the following consequences may be imposed. This list is not comprehensive and other consequences may be imposed at Sacred Heart College Hostel staff discretion:

- Verbal censure/counselling
- Withdrawal of privileges
- In-house suspension
- Exclusion from the Hostel
- Fatigues
- Withdrawal of leave
- Stand-downs

Please note that Sacred Heart College Hostel management and discipline, including codes of conduct and consequences, are determined at its complete discretion. They are not open to negotiation and therefore form part of the Hostel's offer.

In the case of any disciplinary matter, the formal process will follow the procedure outlined in the Hostel Disciplinary Policy.

Signature of Parent/Guardian/NZ Contact: Date:

Signature of Parent/Guardian/NZ Contact: Date:

Signature of Boarder: Date:

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■ Off-site Activities for Boarders

Sacred Heart College Hostel wants to create a boarding environment that enables students to enjoy study and recreational life as close as possible to that provided in their own home. As a community however, the Hostel's management and staff carry a high level of responsibility and accountability for the safety of boarders to an extent which exceeds that of parents. It must accord to the level of "reasonable parents" and not "ordinary parents". This naturally leads it to be cautious in what boarders can be permitted to do. This form endeavours to strike a balance between the parent/guardian's responsibilities and those of the Hostel, therefore preventing excessive restrictions on what the boarder can do. Please take time to consider these issues and contact the Director of Boarding should you have any questions or concerns.

Supervised activities

These are any activities the boarder chooses to participate in that are organised by the College and supervised by College staff and/or other organisations or adults. Examples could include sporting trips, skiing and Hostel trips to the beach.

I give permission for the boarder to participate in supervised activities

Signature of Parent/Guardian/NZ Contact:

Unsupervised local activities

These are activities within the City and its locality for which Sacred Heart College provides no staff supervision. Examples could include trips to town, visiting friends in the local area, going to the movies. It excludes any overnight activities or visits for which your specific permission is sought.

I give permission for the boarder to participate in unsupervised local activities

Signature of Parent/Guardian/NZ Contact:

Unsupervised local swimming (for Year 12 and 13 only)

Trips to beaches that are not supervised by College staff.

I give permission for the boarder to participate in unsupervised local swimming

Signature of Parent/Guardian/NZ Contact:

Other unsupervised activities

Detail here any activities not shown above that you give permission for the boarder to participate in without any supervision by College staff. Examples could include tramping, mountain biking etc. (Further activities can be added by fax, email or in writing.)

I give permission for the boarder to participate in other unsupervised activities as follows:

..... Signature:

..... Signature:

..... Signature:

..... Signature:

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■ Consent/Acceptance of Responsibility for Off-site Activities

I understand that participation in any activity carries a degree of risk either of bodily or emotional injury or property loss. I accept full responsibility for the boarder when he is participating in the unsupervised activities indicated above including any financial cost.

I also understand that in all instances Sacred Heart College Hostel staff have the final decision in allowing the boarder to participate in any activity that they will act prudently in this respect, and that further conditions are likely to be applied to those activities that present significant risk.

The student understands that permission must be sought and granted for any off-site excursion and that conditions may apply in addition to parental consent. He understands that they must act within the rules of the College and Hostel at all times and that they should not act in such a way as to endanger either himself or others.

Note: Despite giving your consent for the boarder to participate on any of the above activities, Hostel staff reserves the right to decline a specific request by a boarder without entering into correspondence or debate.

Student's Full Name:

Signature of Parent:

Signature of Parent:

Signature of Guardian/NZ Contact:

■ Privacy Act 2020

The College undertakes to collect, use and store information you provide on this form according to the principles of the Privacy Act 2020. The information may be provided to the Proprietor or Proprietor's agent, the Minister of Education and the Education Review Office, and for administration purposes within the College and Hostel.

I/We agree that this information can be used for the above purpose.

Signature of Parent/Guardian/NZ Contact: Date:

Signature of Parent/Guardian/NZ Contact: Date:

■ Health and Safety

In order to protect the boarder's health and safety, and to enhance his learning opportunities, we seek your consent to share the information with third parties.

We consent that the personal information supplied in this contract and any supplementary information to it may be made available to healthcare providers (nurses, doctors, dentists, hospitals), the Ministry of Education, New Zealand Qualifications Authority and other state agencies at the discretion of Sacred Heart College staff.

Signature of Parent/Guardian/NZ Contact: Date:

Signature of Parent/Guardian/NZ Contact: Date:

Signature of Boarder: Date:



Further Consent to Terms and Conditions for Enrolment at Sacred Heart College Hostel

- 1 One term's notice in writing must be given (exceptional circumstances aside) before a boarder is withdrawn from the Hostel. Inadequate notice will lead to forfeiture of the term's fees.
- 2 Parents/Guardians are required to ensure that the boarder has sufficient funds in the bank account to cover cash requirements.
- 3 For New Zealand residents, Hostel fees are payable by the term in advance.
- 4 For International Students Hostel fees are payable a year in advance.
- 5 We understand that payment of boarding fees to Sacred Heart College Hostel is due in full before the start of the term. This is a separate payment to the day school fees.
- 6 Sacred Heart College Hostel reserves the right to charge interest on overdue accounts at the retail banking rates and at the time the overdue debt was incurred.
- 7 Sacred Heart College Hostel reserves the right to recover all costs including debt recovery, legal fees and all other expenses incidental to overdue accounts.
- 8 We understand that Sacred Heart College Hostel is not responsible for provision of transport and transport costs for boarders to and from travel departure and arrival points, or incidental travel connected with boarders various extra-curricular, co-curricular or general recreational or sports activities e.g. sports representative trainings, private sports lessons etc. They are the costs and responsibility of the parents/family.
- 9 We understand that if information supplied in this contract is false, misleading or omitted it may result in the contract being cancelled and the boarder's place being forfeited.
- 10 We consent that in the event of the student being excluded from Sacred Heart College Hostel for breach of its code of conduct or rules no part of the fees already due and paid for in respect of the term in which the exclusion occurs, shall be refunded or compensated for in any way.
- 11 We have **read, understood** and **consent** to all of the terms and conditions set out in the Sacred Heart College Hostel Contract.

Signature of Parent/Guardian/NZ Contact: Date:

Signature of Parent/Guardian/NZ Contact: Date:

Signature of Boarder: Date:

Director of Boarding

Signature of the Director of Boarding:

dated the day of 20

Sacred Heart College Hostel Limited

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